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## Incident Rate Calculation Worksheet

### OEHS Scorecard – Quarterly Performance Report

The table below represents sample data to explain the calculation of the incident rates OEHS uses to measure safety performance within District operations.

Sample Data Criteria	Data
Number of Employees DURING PERIOD <sup>1</sup> <i>(all personnel)</i>	47
Number of hours worked <sup>2</sup> DURING PERIOD	111,935
Number of cases with lost work days <sup>3</sup> DURING PERIOD <i>(OSHA recordable injury where the employee is unable to work on the next scheduled workday)</i>	5
Number of lost workdays <sup>4</sup> DURING PERIOD <i>(based on a 7 day work week - not counting day of injury)</i>	81
Number of OSHA Recordable <sup>5</sup> Cases DURING PERIOD <i>(total cases on OSHA Form 300A)</i>	18

1. DURING PERIOD refers to actual hours worked, injuries or lost days during the actual period that the data is being calculated.
2. The number of hours worked includes all part time or seasonal workers, overtime and Z-time. It does not include time paid which is not worked such as vacation, holiday, illness, leave of absence or unassigned days.
3. The number of cases with lost work time as defined by OSHA. The number is recorded on the OSHA Form 300A, section H.
4. The number of lost workdays is based on a 7-day work week as dictated by OSHA. The actual number is recorded on the OSHA Form 300A, section K.
5. Recordable injury as defined by CAL/OSHA. The actual number is the sum of number of cased listed on the OSHA Form 300A, sections G, H, I & J.

#### 1. Total Incident Rate (TIR) Formula:

$$\frac{\# \text{ of OSHA Recordable Injuries/Illnesses} \times 200,000}{\text{Total Hours Worked}}$$

SAMPLE Calculation:  $\frac{18 \times 200,000}{111,935}$

SAMPLE Total Incident Rate: **32.16**

Based on 18 recordable injuries for 111,935 hours of exposure, this company would experience 32.16 recordable injuries by the time they reached 200,000 hours. Note: 200,000 hours represents the equivalent of 100 full time employees working 1 full year. The actual hours worked includes all part

time or seasonal workers, overtime and Z-time. It does not include time paid which is not worked such as vacation, holiday, illness, leave of absence or unassigned days.

## 2. Lost Workday Case Rate Formula:

$$\frac{\# \text{ of Injuries with Lost Workdays} \times 200,000}{\text{Total Hours Worked}}$$

SAMPLE Calculation:  $\frac{5 \times 200,000}{111,935}$

SAMPLE Lost Workday Case Rate: **8.93**

Based on 5 lost-time injuries for 111,935 hours of exposure, this company would experience 8.93 injuries with lost workdays by the time they reached 200,000 hours. Note: 200,000 hours represents the equivalent of 100 full time employees working 1 full year. Only those cases with a date of injury in the During Period will be included.

## 3. Lost Workday Rate Formula:

$$\frac{\# \text{ of Work Days Lost} \times 200,000}{\text{Total Hours Worked}}$$

SAMPLE calculation:  $\frac{81 \times 200,000}{111,935}$

SAMPLE Lost Workday Rate: **145**

Based on 81 lost workdays for 111,935 hours of exposure, this company would experience 145 days lost by the time they reached 200,000 hours. The number of lost workdays is based on a 7-day workweek per OSHA directions. Only the lost workdays associated with an OSHA recordable injury that occurred in the During Period are included. For example, if the During Period is calendar year 2012, then lost workdays associated with an injury that occurred in 2011 or prior will not be included even though lost workdays may continue into the 2012 calendar year.

Any questions pertaining to the calculation of the various incident rates used by the District, please contact OEHS at 213-241-3199.